

**AGENDA**  
**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**  
**Saanich Municipal Hall, Committee Room No. 2**  
**Thursday, February 20, 2020 from 4:00 pm to 6:00 pm**

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- 1. CHAIR'S COMMENTS / INTRODUCTIONS**
- 2. ADOPTION OF MINUTES**
  - December 12, 2019 Special Meeting (attachment)
- 3. REVIEW OF TERMS OF REFERENCE & MEETING DATES (attachment)**
  - Overview by Committee Clerk
- 4. GREATER VICTORIA LIBRARY – SAANICH CENTENAIL BRANCH**
  - Presentation by the Central Librarian
- 5. DEPARTMENTAL/SERVICE OVERVIEWS**
  - Planning: Saanich Heritage Foundation
  - Planning: Public Art Program
  - Archives: Archives Supervisor/Archivist
  - Arts: Community Arts Specialist

\* Adjournment \*

Next Meeting: Thursday, March 19, 2020 at 4:00 p.m.

In order to ensure a quorum, please call Jeff Keays at 475-1775 ext. 3430 or  
[jeff.keays@saanich.ca](mailto:jeff.keays@saanich.ca) if you are unable to attend.

**Go Green!**  
**Members are encouraged to bring their own mug to the meeting.**

**MINUTES**  
**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room No. 2  
**Thursday, December 12, 2019 at 6:00 pm**

Present: Councillor Plant (Chair), Irene Corman, John Ellis, Jim Hesser, Leanna Rathkelly, Michele Sealey,

Staff: Tania Douglas, Senior Committee Clerk

Regrets: Sean Burns, Kate Sykes-Waller, Christine Willes, Teri VanWell (SD63 liaison)

Guest: Councillor Karen Harper  
Neko Smart

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**CHAIR'S COMMENTS**

The Chair thanked members for attending this special meeting which is being held in order to adopt the November minutes and get the committee recommendations to Council as soon as possible. He reported that Council has increased membership from nine to 11 members, with one position specific for a youth representative and then introduced and welcomed Councillor Harper who is taking over the Chair in 2020.

Councillor Plant acknowledged and thanked Neko Smart for their performance last month and presented her with a gift card.

Councillor Harper informed members that she has a strong interest in the arts and her background includes being a semi-professional singer.

**Minutes**

**MOVED by J. Hesser and Seconded by L. Rathkelly: "That the Minutes of the Arts, Culture and Heritage Advisory Committee meeting held November 21, 2019 be adopted as circulated."**

**CARRIED**

The Chair advised that public comments are important and suggested that committee members attend the Council meeting when the motions from November 21<sup>st</sup> are on the agenda. It is probable that they will be referred to Staff to review.

**ADJOURNMENT**

The meeting adjourned at 6:15 pm

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Councillor Plant, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary

# Terms of Reference: Arts, Culture and Heritage Advisory Committee

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## Purpose

The purpose of the Arts, Culture and Heritage Advisory Committee is to advise Council on projects, policies or bylaws under consideration by staff or Council on community arts, culture, and heritage promotion, including services, facilities, and specific community interests.

## Mandate

The Arts, Culture and Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide advice to Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on services, programs, events, and facilities related to arts, culture, and heritage promotion, education and awareness.
- Foster public awareness, recognition, and support for local artistic talent, heritage, and archival preservation.

Any initiatives proposed by the committee that has resource implications, including staff time, would have to be approved by Council.

## Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

## Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The committee will consist of eleven (11) members qualified in the discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Ten (10) community representatives appointed by the Council including one youth voting member described as 16-24 years of age.

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

## Staff Support

The Parks and Recreation Department is the primary contact and together with the Planning Department and Archives Section will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

## Review of Terms of Reference

These Terms of Reference will be reviewed during the committee's first meeting each term.

# Memo

**To:** Arts, Culture and Heritage Advisory Committee  
**From:** Jeff Keays, Committee Clerk  
**Date:** January 9, 2020  
**Subject:** 2020 Meeting Dates for ACH

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As per Section 85(a) of Council Procedure Bylaw 2015, No.9321, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.

As per the existing schedule, Committee Room No. 2 has been booked for the third Thursday of the month from 4:00 – 6:00pm for the year, excluding July, August and December.

Dates for your calendars are as follows:

2020 Meeting Date
January 16
February 12
March 19
April 16
May 21
June 18
September 17
October 15
November 19

No formal motion is required to approve the meeting schedule.



Jeff Keays  
Clerk – Arts, Culture and Heritage Advisory Committee